



REQUEST FOR PROPOSALS  
FOR SANITATION & SAFETY TRAINING, SERVICE, MATERIALS  
AND HACCP DEVELOPMENT TRAINING  
RFP# 24-25-03

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.

## REQUEST FOR BID PROPOSALS

### SANITATION & SAFETY/HACCP Training, Service, Materials

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VICKSBURG WARREN SCHOOL DISTRICT  
DEPARTMENT OF CHILD NUTRITION  
1500 MISSION 66  
VICKSBURG, MS 39180

**SECTION I: RFP PURPOSE/INTENT/CONTRACT**

The purpose of this Request for Proposals (RFP) is to solicit proposals for experienced and qualified firm(s) to provide Sanitation & Safety Training, Service, Materials and HACCP Development & Training for ALL SCHOOL CAFETERIA LOCATIONS in the Vicksburg Warren School District. The Vicksburg Warren School District has thirteen (13) school cafeteria locations and two (2) satellite sites across Warren County. These locations are as follows:

- Academy of Innovation
- Beechwood Elementary School
- Bovina Elementary School
- Bowmar Elementary School
- Dana Road Elementary/Vicksburg Intermediate School
- Redwood Elementary School
- Sherman Avenue Elementary/Warren Central Intermediate School
- South Park Elementary School
- Vicksburg High School
- Vicksburg Junior High School
- Warren Central High School
- Warren Central Junior High School
- Warrenton Elementary School

The satellite locations are Fresh Start Academy and River City Early College.

**COMPETITION INTENDED**

It is the District's intent that this Request for Proposals permits competition. It shall be the contractor's responsibility to advise the Director of Financial Operations in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Director of Financial Operations no later than ten (10) days prior to the date set for acceptance of proposals. Email: Kathy Hughes, Director of Financial Operations at [kathy.hughes@vwsd.org](mailto:kathy.hughes@vwsd.org).

## SECTION I: REQUEST FOR PROPOSALS

PROPOSAL #: \_\_\_\_\_

DATE: 06/28/24

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ITEMS: Sanitation & Safety Training, Service, Materials and HACCP Development & Training

TYPE OF CONTRACT: ANNUAL BOTTOM LINE

PERIOD: Effective – 07/31/2024 through 07/31/25 (The board reserves the right to extend up to three years.)

PROPOSAL OPENING: JULY 23, 2024 at 2:00 P.M.

TO SUBMIT SEALED PROPOSAL:

Hand deliver to:

Vicksburg Warren School District  
Central Office  
1500 Mission 66  
Vicksburg, MS 39180

Or

Mail to:

Kathy Hughes, Director of Financial Operations  
Vicksburg Warren School District  
Central Office  
1500 Mission 66  
Vicksburg, MS 39180

SECTION I (continued)

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Date Proposal Submitted:

Proposal Number: \_\_\_\_\_

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SUBMITTING FIRM SUBMIT THE FOLLOWING:

Name of Firm:

Signing Officer:

Telephone:

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ANNUAL PROGRAM COST

BOTTOM LINE (per contract Section I through VI) is \$ \_\_\_\_\_

PLEASE SIGN HERE

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

Note: Please fill this sheet out in INK. If corrections are needed, cross out initial. DO NOT ERASE.

**BIDS MUST BE RECEIVED PRIOR TO 10:00 A.M. ON OR BEFORE JULY 15, 2024**

**ENVELOPE SHOULD BE PLAINLY MARKED**

**RFP#24-25-03**

Proposals should be submitted in accordance with the instructions detailed below. Vicksburg Warren School District reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, the School District reserves the right to reject any and all proposals and to waive irregularities.

Any questions regarding this RFP should be in writing to Kathy Hughes, Director of Financial Operations at [kathy.hughes@vwsd.org](mailto:kathy.hughes@vwsd.org).

The documents may also be obtained from the Vicksburg Warren School District web page at: [www.vwsd.org](http://www.vwsd.org) under the Business Office section.

CONDITIONS: In strict accord with Section I through VI

CONTACTS: If you have any questions concerning this Request for Proposal, please contact Keba Laird, Director of Child Nutrition, Vicksburg Warren School District.

ADDENDA: The undersigned, hereby acknowledges receipt of Addenda No. \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Telephone \_\_\_\_\_  
State \_\_\_\_\_  
Title \_\_\_\_\_

U.S. DEPARTMENT OF AGRICULTURE

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Certification Regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion – Lower Tier Covered Transactions

---

Issuance Date:  
Submission Date:

Sanitation & Safety/HACCP Training, Service, Materials

RFP#

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization Name

PR/Award Number of Project Name

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Name(s) and Title(s) of Authorized Representative(s)

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Signature(s)

Date

Form AD-1048 (1/92)

#### Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the front page in accordance with these instructions.

Issuance Date:  
Submission Date:

Sanitation & Safety/HACCP Training, Service, Materials

RFP#

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2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meaning set out in the definitions and coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless, authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the non-procurement list.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person if the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with

which this transaction originated may pursue available remedies, including suspension and/or debarment.

## SECTION II

### Proposal Requirements

Sealed, written proposals will be received by the school district at the time and place specified on the Request for Proposal. Dating of proposal form or placing in mail by proposal opening date will not meet requirements. Proposal must be received on/or before date and time stated. The school district reserves the right to reject any and all proposals and to waive any and all informalities.

1. **Correction of Mistakes:** All quotations must be in ink or type written. No erasures are permitted. Mistakes may be crossed out and correction inserted adjacent. Corrections must be initialed in ink by person signing quotations.
2. **Return Instructions:**
  - a. The proposal form (Section I, IV and V) must be used without alterations.
  - b. Proposal Section I through VI shall be in a sealed envelope, with the address of the school district, company name, proposal number, and opening date, on the outside of the envelope, as they appear on the Request.
3. **Addendum:** No addendum will be issued five (5) working days prior to proposal opening.
4. **Quantities:** It shall be understood that any contract established as a result of this Request for Proposal will not obligate the school district to receive any quantity in excess of actual requirements. Purchase orders will be issued for the quantities shown.
5. **Contract Qualifications:** Only pre-qualified companies will be allowed to offer proposals.  
**The following criteria must be met before a potential contractor is qualified:**
  - a. Product Line – The potential contractor shall provide proof that all items listed in Contract Section III are in stock or can be obtained.
  - b. Financial Capacity – The potential contractor shall have financing adequate to purchase items in the most economical quantities. At the request of the school district the potential contractor shall provide three (3) written references to document adequate financial capacity.
  - c. Service Level – If the school district does not have adequate historical data to determine the contractor's ability to comply with the service level requirement outlined in this request for proposal, then three (3) letters of reference from previous school district customers shall be provided.

- d. Accounting Practices – A potential contractor must clearly demonstrate to school district officials the capability to provide accurate, reliable, and timely reports in terms of invoices, statements, and credits.

**6. Review and Award:**

- a. After the public opening of Request for Proposals, school district officials will require at least ten (10) working days for review.
- b. The school district will award the Request for Proposal at the next regularly scheduled meeting after opening.
- c. The low proposal will be checked for accuracy of mathematical extensions and additions. All proposals shall/may be subject to verification. If the errors on math and brands are within tolerance described in this contract, the bottom line will be adjusted, and if the proposal is still low, the proposal disclosure procedure will continue.

**7. Mathematical Accuracy of Proposal Offered:** Ninety percent (90%) of the mathematical calculations shall be correct. The following items will be classified as mathematical calculations:

- a. Any error in a line item in conversion, addition or multiplication which results in an incorrect extension will be counted as one error.
- b. Any error in addition to arrive at the bottom line will be counted as follows: each 1% change in the bottom line will count as an error.

**8. Brand Indication:**

- a. Offering a proposal on a brand which was not pre-approved shall be a reason for rejection of proposal. The school district will consider the volume of the item concerned.
- b. Failure to circle brand proposed may be considered grounds for rejection of Request for Proposal. The proposer may be given the opportunity to provide this information. Information shall be provided within 24 hours of request.

**9. Charges for Inconvenience to the School District or Contractor:**

- a. After acceptance, the successful contractor will be liable for any expenses, including attorney fees, incurred as a result of violations or attempts to enforce this contract.
- b. If the contractor is unable to deliver an approved product, the school district shall purchase a product of equal or greater quality from another source. The difference between price paid and contract price will be charged to the contractor.

**10. Decimals:** Any mathematical calculations that involves decimals shall be treated as follows: All decimals shall be carried only two (2) places.

**11. Service Level:** The contractor shall fill the original order at 97% or above on the scheduled delivery day. The remaining 3% shall be delivered within 24 hours of the scheduled delivery day.

**12. Delivery Time and Place:**

- a. Deliveries shall be required to all sites as listed in Section VI.

- b. Deliveries shall be made between the hours of 7:00 a.m. and 3:00 p.m.
  - c. Drivers and helpers shall deliver merchandise into designated storage areas. Drivers or helpers shall not be required to stow merchandise on shelves.
  - d. Drivers and helpers shall request the authorized school receiver, or the designated representative, to verify the accuracy of quantities of each item, brand and code numbers of each item and condition of merchandise. Each delivery ticket shall be signed by a designated school receiver. Variations from the norm, i.e., shortages, damages, etc., shall be noted on each ticket by the designated school receiver. The contractor shall not be required to issue credits for errors not detected at the time of delivery, except for hidden damage.
  - e. A special or intermediate delivery shall be required only if the contractor fails to deliver all products on the scheduled delivery day.
13. **Fiscal Funding:** If the effective dates of this proposal extend beyond the current state or federal fiscal year, it shall be understood that purchases in the next fiscal year are conditional on the receipt of federal and/or state funds.
14. **Payments:** All invoices for products received and inspected by the last working day of the month will be paid by the 15<sup>th</sup> of the next month.
15. **Termination of Contract:** Failure on the part of the school district or the contractor, to comply with the provisions of this contract may result in contract termination.
- a. Each party shall follow the procedure outlined below, if a contract is to be terminated.
    - Step 1      Issue warning letter and outline violations and length of time to correct the problem,
    - Step 2      Issue letter of intent to cancel contract, if problem is not resolved by specified date, and
    - Step 3      Issue letter to cancel contract
16. **Standard Contract Conditions:**
- a. This contract shall be governed in all respects – as to validity, construction, capacity, performance or otherwise – by the laws of the State and the United States.
  - b. Contractors providing service under this Request for Proposal, herewith, assures the school district that they are conforming to the provisions of the Civil Rights Act of 1964, as amended.
  - c. Contractors shall comply with Executive Order 11246, entitled “Equal Employment Opportunity,” as amended by labor regulations (41CFR Part 60).
  - d. State Sales and Use Tax Certificate of Exemption form will be issued upon request. Sales tax shall be included in prices where applicable.

- e. Contractor shall comply with applicable federal, state, and local laws and regulations pertaining to wages, hours and conditions of employment. In connection with contractor's performance of work under this contract, contractor agrees not to discriminate against any employee(s) or applicant(s) for employment because of age, race, color, sex, national origin or handicap.
- f. The contractor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after final payment. The district, its authorized agents, and/or state/federal representatives shall have full access to, and the right to, examine any of said materials during said period. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.
- g. Contractor shall comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act, (42 U.S.C. 1857-{h}), Section 408 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.
- h. By signing this document, the contractor certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. The contractor certifies that collusive bidding is a violation of federal law and can result in fines, prison sentences, and civil damage awards.
- i. **Prohibition against conflict of interest, gratuities and kickbacks: Any employee or any official of the school district, elective or appointive, who shall take, receive or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or other things of value as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, bidding for, or in open market seeking to make sales to the school district shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accord with state and/or federal laws.**

END

### SECTION III REQUEST FOR PROPOSAL

**SANITATION & SAFETY TRAINING, SERVICE, MATERIALS AND  
HACCP DEVELOPMENT TRAINING  
VICKSBURG WARREN SCHOOL DISTRICT  
DEPARTMENT OF CHILD NUTRITION**

The proposer will provide a complete *Food Service Sanitation System* composed of personnel instruction and documented training including, color-coded, Material Safety Data Sheets, mixing and use posters, management and inventory control system, and a documented routine reporting system for management, as an integral part of this proposal. Respondents are to attach a syllabus of their proposed service program including: schedule of return training to each individual school (each school is to be serviced monthly during the school year), training material (indicating color coding), training, outlines, copies of all cafeteria use forms, documentation reports, and copies of proposed control forms and reports for management use. Additionally, a list of materials and samples of required dispensing equipment and/or bottles (displaying permanently silk screened OSHA compliance data) should be submitted with the proposal and subsequently made available to schools at no additional cost.

**SERVICE**

1. Initial ongoing site-based sanitation and safety in-service training. In-service visits every two weeks during initial training period or as needed and/or requested by site manager. Initial training period should be for a period that is not less than one month.
2. Service reports after each visit should be sent to the Child Nutrition Director. Reports will include date and time spent at each site in a brief description of the training and services provided.
3. The successful vendor will provide sufficient service personnel to coordinate complete implementation of program to each school site within thirty (30) working days of RFP award.
4. Vendor will provide direct delivery to each school site of chemical products, training, material, dispensing equipment, etc.
5. Trained service personnel will ensure all necessary Material Safety Data Sheets for all products are posted in each school site in accordance with OSHA's Hazardous Communications Act. Trained service personnel will ensure all mixing/usage cards; charts and other instructional materials are posted throughout the food service area.
6. All charts, posters, instructional materials, support materials, bottles, containers, etc. will be in English and Spanish. All equipment will also be labeled with instructions in the before-mentioned languages.
7. Vendor will agree to a 48-hour response time to any location with re-supply needs or technical needs.
8. Vendor to provide after the implementation period a detailed schedule of all service call times and dates for each site for the entire school year.
9. Vendor to perform annual Hazardous Materials Audit in each site to assess potential liability. Within ten (10) days of audit, submit written recommendations to the Child Nutrition Director with plans and recommendations for eliminating these potential liabilities and hazards.

### **SANITATION & SAFETY TRAINING**

1. Vendor will submit a complete Safety Training Program including lesson plans and quizzes.
2. Vendor will provide MSD sheets, temperature logs, and procedures for cleaning materials, charts, posters, and any training materials pertinent to employee training and follow-up. Adhesive or method to secure posters, etc. at each site must be provided.
3. Vendor will provide notebooks, binders, and any materials necessary for proper documentation and training for each school site. Four. Vendor will ensure all bottles, containers, and dispensing equipment has OSHA compliant labeling. Five. Vendor will provide English and Spanish training videos, which will include all the fastest of the program to the child nutrition department to be used for continuous training and retraining of staff and new employees. These videos will not replace the personalized training provided by the service personnel. Six. Vendor to provide procedure and reference manual covering the mixing, use an application of all materials used in the program. Reference guide to be complete with bilingual usage, application tools, and task list. Seven. Vendor will provide a staff recognition and motivation program tied into the monthly site visits. Recognition will be on a monthly and yearly basis. Vendor will provide an overview of the motivation program during the oriole presentation. The child nutrition department and the vendor will determine the implementation details. Eight. All the open parentheses materials) I. Eat. Charts, booklets, videos, support material, etc. will be submitted to the child nutrition department at the time of proposal submission for review and qualification. Nine. Vendor will provide instructor for the national restaurant associations serve safe course on an annual basis. Cost of materials to be paid by child nutrition department.

### **PRODUCTS & MATERIALS**

1. Total hand care program including the following:
  - Medicated hand lotion/moisturizing cream
  - USDA approved hand soap
  - All dispensing equipment
  - Wall charts indicating proper hand washing procedures
2. Pre-measured dispensed concentrated liquid detergents as follows:
  - Readily available for individual distribution and easily opened for use
  - Packaging or dispensing labeling clearly detailing proper dilution and use directions in English and Spanish
  - Must dilute instantly in hot or cold, hard or soft water
  - Must not leave film or residue and shall not stain or discolor equipment when used according to directions
3. Cleaning products
  - All purpose cleaner
  - Pot & pan cleaner
  - Sanitizer
  - Germicide
  - Heavy duty degreaser

- Laundry detergent
  - Powder bleach
  - Enzymes or grease traps
4. Materials
- Properly labeled spray bottles and mixing containers
  - Charts
  - MSDS for all products with complete written training plan in accordance with OSHA's Hazardous Communication Act
  - Safety training videos and manuals
  - Product reference manual
5. The following other items to be included, but not limited to:
- Elbow-length pot and pan gloves
  - Oven scrapers
  - Safety glasses
  - Sanitizer test kits

#### **HACCP DEVELOPMENT & TRAINING**

1. Vendor will develop the framework to apply HACCP principals with flow diagrams for each of the potentially hazardous foods.
2. Vendor will work the department to identify critical control points using the department & state's limits/standards.
3. Vendor will develop written procedures establishing the specific measurable critical limits.
4. Vendor will develop written procedures for all steps in the HACCP plan.
5. Vendor will coordinate and participate in staff training with objectives and timelines.
6. Vendor will develop standardized sanitation and safety processes and procedures in each kitchen facility.
7. Vendor will conduct monthly verification of food safety systems and the due diligence documentation.

#### **TERMS**

- Vendor will provide proposed program at thirteen (13) sites for ten (10) months
- Service will also be continued for all sites open for Summer Feeding Programs
- Service will be continuous for any school with year-round service
- Sites with year-round calendars for Summer Feeding Programs must be billed at a prorated monthly rate.
- Vendor will submit the staff's education, training, position in the firm, and relevant experience for administering program.
- Vendor must provide a minimum of three (3) written references from school districts that use this sanitation & safety training, service, materials, and HACCP development and training program.



- Vendor Shall be contractor and fulfill all items and requirements of the proposal

### **PROGRAM COSTING**

The proposed price shall be for implementation and delivery of the specified sanitation and safety training program, service, materials, and HACCP development and training on an **annual basis**. Monthly billings will be based on the annual program cost divided by the number of months in the academic year (August through June). Billing will be in equal installment starting August 2024 through June 2025.

Prices quoted shall be F.O.B. destination to all school locations listed in Section VI. The district reserves the option to expand the scope of this RFP for the 2024-2025 school year and subsequent contract renewals.

### **EXTENSION**

This contract may be extended for each school session up to four (4) years at the discretion and consensus of both parties. Cost increases or decreases may be absorbed by the school district based on the consumer price index or wholesale price index, but may not exceed 5%. In the event of more than a 5% increase or decrease, this contract must be renegotiated.

### **DISPENSING EQUIPMENT**

The vendor shall supply service and install new dispensers as needed. All dispensers installed on District property shall become the property of the District. All dispensers shall be left in place when this contract expires or is terminated.

### **AWARD CRITERIA**

Sanitation and safety training, efficiency and safety analysis, and routine scheduled service are a mandatory part of this proposal. The Sanitation & Safety Training Program, service, materials, HACCP Development & Training, quality of presentation, and cost will be considered equally in determining the award.

#### **SANITATION & SAFETY TRAINING PROGRAM**

**20 pts**

- Safety Training Program Packet
- Reference Guide for Chemical Usage
- Staff Recognition/Motivation Program
- Training Videos for Program Training & Retraining

#### **SERVICE**

**15 pts**

- Schedule of Service
- Service Report
- Trained Service Personnel/Number of Service Personnel
- References of Current Operational Program

#### **MATERIALS**

**15 pts**

- Product Appropriateness for School Food Service
- Effectiveness of Cleaning Product
- Method of Dispensing
- Clarity of Instructions for Product

#### **HACCP DEVELOPMENT & TRAINING**

**20 pts**

- Development of HACCP Plan
- HACCP Training
- Verification

#### **QUALITY OF PRESENTATION**

**15 pts**

- Overview of Program
- Preparedness for Multi-Site Training
- Demonstration of Training Materials/Samples
- Knowledge of Food Service Operations, OSHA Regulations, Sanitation Requirements

#### **COST**

**15 pts**

#### **NOTICE OF AWARD**

A notice of award letter will be sent to the selected vendor.

#### **W-9 FORM REQUIRED**

Each vendor shall submit a completed a W-9 form with their proposal. In the event of contract award, this information is required in order to issue purchase orders and payments to your firm.

#### **TIMETABLE/RESPONSE SUBMITTAL**

A tentative timetable for the selection process is provided below:

- July 1 and July 8, 2024 – Advertise Request for Proposals
- July 15, 2024 – Deadline to Submit Bid (by 10:00 a.m. CST)
- July 23, 2024 – Opening of Proposals

### **Section IV: Proposal Certification**

I hereby certify that the costs in this proposal are accurate and binding for ninety (90) days from the Request for Proposal due date and that all charges are to the best of my knowledge, accurate and complete. If an award is not made within ninety (90) days, it shall be incumbent upon the PROPOSER

to notify the District in writing if it does not want its Request for Proposal considered further. Failure to notify the District will mean that the Request for Proposal remains valid until award, even if beyond ninety (90) days.

I further certify that the proposed costs are accurate and reflect any applicable discounts and that the company which I represent will deliver the services and related items for this amount. I also certify that no extra costs or payments to any entity, including PROPOSER, will be allowed for any miscalculation, deficiency or difference later discovered.

By submission of this proposal, I also certify that the PROPOSER has read and understands all of the requirements contained in the Request for Proposal, and agrees to be bound by all the terms and conditions contained in the Request for Proposal without exception.

The Proposer agrees to familiarize itself with the current operating relationship between the District and its present contractor, if applicable.

The Proposer has had the opportunity to submit any questions regarding this Request for Proposal during the Mandatory Proposer's Conference.

The Proposer has availed itself of every opportunity to understand the requirements of the Request for Proposal. Therefore, the undersigned respectfully submits the attached proposal.

---

**NAME OF FIRM**

---

**NAME OF AUTHORIZED REPRESENTATIVE**

---

**TITLE**

---

**PHONE/FAX NUMBER**

---

**SIGNATURE**

---

**EMAIL ADDRESS**



1500 Mission 66  
Vicksburg, MS 39180  
T: (601) 638-5122

SECTION V: COST OF PROGRAM

THE FIRM OF: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

FEIN: \_\_\_\_\_

Annual Program Cost: \_\_\_\_\_

10 Equal Installments: \_\_\_\_\_

Person to contact regarding this proposal: (Print) \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of person authorized to bind the Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing and submitting a proposal, your firm acknowledges and agrees that it has Read and understand the RFP documents.*

Approved by : \_\_\_\_\_  
(VWSD Superintendent or DES)



1500 Mission 66  
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## SECTION VI

### SCHOOL DELIVERY POINTS

CONTACT: Keba Laird, Director  
Vicksburg Warren School District  
Department of Child Nutrition  
1500 Mission 66  
Vicksburg, MS 39180

BILLING ADDRESS:  
Vicksburg Warren School District  
Department of Child Nutrition  
P.O. Box 820065  
Vicksburg, MS 39182

Bovina Elementary School  
5 Willow Creek Drive  
Vicksburg, MS 39180

Vicksburg High School  
3701 Drummond Street  
Vicksburg, MS 39180

Bowmar Avenue Elementary School  
912 Bowmar Avenue  
Vicksburg, MS 39180

Vicksburg Junior High School  
1533 Rosa A Temple Drive  
Vicksburg, MS 39180

Beechwood Elementary School  
999 Highway 27  
Vicksburg, MS 39180

Warren Central High School  
1000 Highway 27  
Vicksburg, MS 39180

Dana Road Elementary School  
1247 Dana Road  
Vicksburg, MS 39180

Warren Junior High School  
1630 Rosa A Temple Drive  
Vicksburg, MS 39180

Redwood Elementary School  
100 Redwood Road  
Vicksburg, MS 39180

Warrenton Elementary School  
809 Belva Drive  
Vicksburg, MS 39180

Sherman Avenue School  
2145 Sherman Avenue  
Vicksburg, MS 39180

Academy of Innovation  
1650 Rosa A Temple Drive  
Vicksburg, MS 39180



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## PROPOSAL RESPONSE CHECKLIST

ITEM:	INCLUDED: (X)
1. Contract Sections I through VI	_____
2. Debarment, Suspension Certification Form	_____
3. W-9 Form	_____

NOTE: Failure to provide the following items with your proposal shall be cause for rejection of proposal as non-responsive and/or non-responsible. It is the responsibility of the bidder to ensure that it has received all addenda and to include signed copies with their proposal.